

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

December 11, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Florence County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., Wednesday, January 3, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE SPACE IN FLORENCE COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposal to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposal should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Health and Human Services
EXAMPLES OF CRITERIA**

- Location: Florence County
- Expected occupancy date: May 1, 2019
- Total space needed is approximately 7,200 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - **Personnel Areas**
 - Eight (8) standard offices for professional staff of approximately 120 square feet each
 - Sixteen (16) workstations for staff positions of approximately 48 square feet each (agency will provide furniture and workstations)
 - Twelve (12) small workstation for staff positions of approximately 25 square feet each (agency will provide furniture and workstations)
 - **Standard Support Areas:**
 - One (1) medium sized reception area, to accommodate up to 6 people at a time of approximately 100 square feet
 - One (1) large break rooms with seating to accommodate up to 20 people at a time of approximately 400 square feet
 - One (1) copy/print/mail/supply room (to include cabinets or storage space for supplies) of approximately 200 square feet
 - One (1) LAN room (with floor mounted racks) of approximately 100 square feet
 - One (1) medium storage room of approximately 180 square feet
 - One (1) large storage room of approximately 250 square feet
 - One (1) training room to accommodate up to 35-40 people at a time of approximately 1,200 square feet
 - One (1) medium conference room to accommodate up to 8 people at a time of approximately 250 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Three (3) Focus/Privacy rooms to accommodate 2 to 3 people of approximately 50 square feet each
- One (1) special assessment room to accommodate 4 to 6 people of approximately 120 square feet
- Open area for 35 file cabinets of approximately 315 square feet
- One (1) work room (open room with work surfaces and storage) of approximately 120 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 41 parking spaces are desired. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 5 and 7-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

Standard State lease must be used – a copy is available on our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., Wednesday, January 3, 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the South Carolina Department of Health and Human Services (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
EMAIL: gary.anderson@admin.sc.gov

